

Chevy Chase Village Board of Managers

November 14, 2011

BOARD OF MANAGERS

Patricia S. Baptiste, Chair	Present
Peter T. Kilborn, Vice Chair	Present
Allison W. Shuren, Secretary	Present
Richard Ruda, Assistant Secretary	Present
Lawrence C. Heilman, Treasurer	Present
Gary Crockett, Assistant Treasurer	Present
David L. Winstead, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present
Grace Brock, Administrative Assistant/Community Liaison	Present

Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:34 p.m.

Introduction of New Police Chief, Mr. John Fitzgerald

Mr. Kilborn gave a brief introduction of the New Police Chief, John Fitzgerald.

Approval of Minutes from the Board's Previous Regular Meeting Held on October 10, 2011. Action to approve the minutes of the Board's regular meeting held on Monday, October 10, 2011.

Mr. Crockett made a motion to approve the minutes from the Board of Managers' regular meeting held on October 10, 2011. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Crockett, Mr. Ruda and Mr. Winstead voted in favor of the motion. The motion passed.

Appeals

A-6019 (Special Permit Request): Dr. and Mrs. Michael Summerfield, 7 Oxford Street
Install an external air conditioning unit in the east (side) yard of the property.

Mr. Crockett made a motion to direct staff to draft a decision approving the request to install an external air conditioning unit in the east (side) yard of the property. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.

Treasurer's Report

The Treasurer's report was distributed to the Board prior to the meeting. No action was taken by the Board.

Presentation of the final audited statements for the fiscal year that ended on June 30, 2011

Bob Diss, Senior Auditor for Lindsey and Associates, presented the final audited statements for FY2011. No action was taken by the Board.

Committee & Commission Reports

Building Facilities Commission

Commission Member Roxann Steinberg presented a report from the Commission with suggestions on how to improve the use of the Village Hall. No action was taken by the Board.

Chevy Chase Open Space Committee

Committee Member Lyric Winik presented a report on the planning discussions for the Chevy Chase Open Space property. No action was taken by the Board.

Old Business & Status Reports

Purchase Authorization & Supplemental Appropriation Request—Encrypted Police Radios

Mr. Kilborn made a motion to approve the Purchase Appropriation Request for twelve (12) portable encrypted police radios and to defer consideration of the purchase of four (4) in-car and one (1) dispatch station encrypted police radios until Fiscal Year 2013. Mr. Winstead seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.

New Business

Board Discussion Regarding the Role and Organization of Committees

Copies of a document drafted by the Board entitled "Board Discussion Regarding the Role and Organization of Committees" was circulated prior to the meeting for public discussion. The Board agreed to revise portions of the proposed Committees and Commissions guidelines based on the feedback received from the meeting. Mr. Winstead volunteered to edit the draft guidelines. The amended draft will be discussed at the December regular meeting.

Contract Authorization Request

Holiday Party Caterer: Innovative Gourmet

Ms. Shuren made a motion to authorize the Village Manager to enter into a contract with Innovative Gourmet to provide catering services at the Annual Holiday Party in the amount of \$6,585.00. Mr. Kilborn seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.

Manager's Report

The Manager's Report was circulated prior to the meeting.

Ms. Davis-Cook presented the annual matter of a monetary holiday gift to the Village staff for the Board's consideration. *The Board unanimously approved the issuance of a Giant Food grocery store gift card to each employee in the amount of \$100.00.*

Police Report

The Police Report was circulated prior to the meeting. The Board requested that Chief Fitzgerald submit a recommendation and subsequent supplemental appropriation request to purchase two (2) infrared cameras to enhance nighttime patrol efforts.

Staff Reports

Building and Tree Removal Permits and Permitting & Code Enforcement Activity Reports

The Building and Tree Removal Permit and Permitting & Code Enforcement Activity Reports were circulated prior to the meeting. No action was taken by the Board.

Capital and Infrastructure Upgrade Projects Report

The Capital Infrastructure Upgrade Projects Report was circulated prior to the meeting. No action was taken by the Board.

Village Hall Activity Report

The Village Hall Activity Report was circulated prior to the meeting. No action was taken by the Board.

Legal Counsel Report

The Legal Counsel Report was distributed prior to the meeting. No action was taken by the Board.

Mr. Ruda made a motion to adjourn the meeting. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed. The meeting adjourned at 11:24 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.

